



## TECHNICAL INFORMATION FOR SPEAKERS

The purpose of this document is to advise speakers on the required format when preparing their presentations for this Symposium.

### 1. Language

Your presentation must be prepared in **English**, the official language of the symposium.

### 2. Length, time keeping

**Your presentation should be strictly based on the timings in the programme.** The total time assigned for any oral presentation consists of a time for presentation and discussion; 5 min for keynote and standard presentations, 2 min for young scientist's presentations. Please be aware that session chairs will enforce time limits strictly.

### 3. Format

Visual presentations should be in **Microsoft PowerPoint** (Microsoft Office 2003 and higher), **delivered on the USB memory stick.**

*Recommendations:*

- To prepare slides in format 16:9 (all screens will have format 16:9); format 4:3 will be also accepted.
- To use at least a 32-point font for titles and 24 for body text.

### 4. Submission of a presentation

To provide the presentation and in order to check the visual aids, **speakers should meet with the organizing staff at Speakers ready room, QUADRANT room (for location see plan of the Clarion congress centre in the Program booklet) any time from the start of the symposium, or (at the latest) 15 minutes before the respective session starts.**

For any **questions** related to the programme or your presentation, please contact the conference organizers at [RAFA2017@vscht.cz](mailto:RAFA2017@vscht.cz).